COLORADO PUBLIC UTILITIES COMMISSION TARIFF FILING CHECKLIST

I. 30 DAY & 14 DAY [CLEC TARIFF CHANGE] FILINGS MUST INCLUDE:

- A. ORIGINAL PLUS COPIES OF:
 - 1. ADVICE LETTER [SERIALLY NUMBERED] Original plus 10 copies
 - 2. TARIFF SHEETS Original plus 3 copies
 - 3. SUPPORTING INFORMATION AND/OR TESTIMONY (IF ANY) Original plus 3 copies
- B. PROPOSED EFFECTIVE DATE IS CALCULATED FROM DATE RECEIVED BY COMMISSION. DATE RECEIVED IS NOT INCLUDED IN THE 30 OR 14 DAYS. THIRTY OR 14 DAYS MUST EXPIRE PRIOR TO EFFECTIVE DATE. [EXAMPLE: 30 DAY FILING TO BE EFFECTIVE 2-1-07 MUST BE RECEIVED BY COMMISSION NO LATER THAN 1-1-07.]

II. COMPLIANCE FILINGS MUST INCLUDE

- A. ORIGINAL PLUS 3 COPIES OF TARIFF SHEETS
- B. ORIGINAL PLUS 3 COPIES OF ADVICE LETTER

III. AMENDMENTS TO PENDING TARIFF FILINGS

- A. ADVICE LETTER NUMBER SAME AS ORIGINAL FILING BUT INDICATING IT IS AN AMENDMENT [EXAMPLE: Amended Advice Letter No. XX, 2nd Amended Advice Letter No. XX, 3^{rdd} Amended Advice Letter No. XX]
- B. AMENDED ADVICE LETTER SHOULD ONLY LIST TARIFF PAGES ACTUALLY ATTACHED TO AMENDMENT
- C. AMENDED ADVICE LETTER SHOULD EXPLAIN REASON FOR AMENDMENT, NOT RESTATE ORIGINAL LETTER. [EXAMPLE: AMENDMENT FILED TO CORRECT INCORRECT LINE INFORMATION ON ORGINAL ADVICE LETTER XX]. DO NOT GIVE "AS REQUESTED BY STAFF" AS AN AMENDMENT REASON.
- D. SAME NUMBER OF COPIES AS ORIGINAL FILING Advice Letter Original plus 7 copies, Tariff pages Original plus 3 copies
- E. TARIFF SHEETS FILED WITH AMENDED ADVICE LETTER MUST HAVE AMENDED BEFORE THE ADVICE LETTER NUMBER IN THE FOOTER OF TARIFF SHEET. [Amended Advice Letter No. XX, 1st Amended Advice Letter No. XX, 2nd Amended Advice Letter No. XX]

IV. TARIFFS MUST HAVE [SAMPLE TARIFF SHEET ATTACHED]:

- A. COMPANY NAME AND ADDRESS
- B. PUC NUMBER
- C. SHEET/PAGE NUMBER (INITIAL TARIFF OR PAGE WILL BE ORIGINAL SHEET/PAGE)
- D. CANCELS SHEET/PAGE NUMBER
- E. SPACE FOR TARIFF SYMBOL INDICATORS IN RIGHT MARGIN
- F. SPACE IN THE LOWER RIGHT HAND OF <u>EVERY</u> PAGE (at least 2 ½ wide X 1 ½ high) OF ADVICE LETTER AND TARIFF FOR "FILED" STAMP
- G. ADVICE LETTER NUMBER (-AMENDED, IF AN AMENDED FILING)
- H. EFFECTIVE DATE

IF YOU WANT A DATE STAMPED COPY RETURNED TO YOU, YOU $\underline{\text{MUST}}$ INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE AND AN EXTRA COPY OF THE ADVICE LETTER AND TARIFF SHEETS

ANY QUESTIONS -CALL ELIZABETH HAYES AT 303-894-2884.

NOTE: ACCORDING TO THE COLORADO REVISED STATUTES, THE OFFICE OF CONSUMER COUNSEL MUST RECEIVE A COPY OF ALL ELECTRIC, GAS, STEAM AND TELECOM TARIFF FILINGS - SEND TO 1560 Broadway, Suite 200, Denver, CO 80202. OFFICE OF COUNSUMER COUNSEL'S COPY MUST BE SENT SEPARATELY FROM THE PUC FILING.